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Job details

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All applicants for this job announcement are required to complete and attach the Supplemental Questionnaire Form to their standard employment application.

Bulletin Number

36794BR

Type of Recruitment

Open Competitive Job Opportunity

Department

Mental Health

Position Title

MENTAL HEALTH CLINICAL PROGRAM MANAGER III

Exam Number

24742A

Filing Type

Open Continuous

Filing Start Date

08/05/2014

Salary Type

Monthly

Salary Minimum

9094.31

Salary Maximum

13764.98

Special Salary Information

Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

Position/Program Information

Oversees the development and administration of service area or Countywide mental health services programs through subordinate clinical program managers. Incumbents technically and administratively oversee directly-operated and contracted mental health clinics and programs operated through subordinate clinical program managers.

Essential Job Functions

Participates in the development and monitoring of the annual budget for mental health services in a large geographic area or for Countywide mental health services programs.

Plans, assigns, and directs the work of the geographic area or Countywide mental health services programs.

Provides program and administrative direction to subordinate program managers and administrative support staff.

Provides or oversees the provision of programmatic and technical guidance to mental health contract agencies; directs the planning, monitoring and evaluation of contract agency performance.

Supervises the planning, development, and implementation of service area-based and Countywide programs, utilizing existing or projected financial resources.

Ensures that mental health services provided meet State and Federal mandated standards and are in compliance with Medicare and Medi-Cal rules for reimbursement claiming.

Oversees revenue generation in assigned programs to ensure revenue is maximized.

Assists the Deputy Director or higher-level manager to develop and implement objectives, goals, policies, and procedures in connection with areas of oversight.

Directs the conduct of, and participates in, studies and analyses of mental health service program effectiveness and initiates modifications in program policies and procedures as necessary.

Represents the department in regional planning and networking groups such as Service Area Councils, councils of government, and regional health, social, and educational services coalitions.

Serves as a committee member, participant, or representative on a variety of committees, task forces, etc. focused on internal departmental business needs or operations.

Develops and maintains cooperative working relations with Federal, State and community agencies that correspond to the area of geographic or program responsibility.

Plans, organizes, implements, and manages the Service Area Disaster Plan for both directly-operated and contracted programs.

Requirements

Minimum Requirements:

A valid, current license* to practice clinical psychology, clinical social work, marriage and family therapy, or nursing issued by the appropriate State of California licensing agency - AND – one year of experience, at the level of Mental Health Clinical Program Manager II **, providing administrative and technical direction through subordinate supervisors in the operation of a mental health services delivery program comprised of multidisciplinary treatment and support staff.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some

bending, stooping or squatting.
Considerable walking may be involved.

**License(s)
Required**

A valid california Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

* In order to qualify, a photocopy of the required license must be attached to your application at the time of filing or within 15 calendar days from the date of application filing. Applications submitted without the required evidence of licensure will be considered incomplete until such information is provided. The original license must be presented during the selection process and prior to appointment

**Experience at the level of Mental Health Clinical Program Manager II in the County of Los Angeles is defined as supervises clinical and administrative employees, through subordinate supervisors.

**Examination
Content**

An evaluation of experience based upon application and Supplemental Questionnaire information weighted 100%.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

**Special
Information**

Past and present mental health clients and family members are encouraged to apply.

**Vacancy
Information**

The eligible register for this examination will be used to fill vacancies in the Department of Mental Health.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

Available Shift

Day

**Application and
Filing
Information**

ONLINE FILING ONLY

Applicants are required to complete and

submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing. Application filing may be suspended at any time without advance notice.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, CLICK on the tab above or below this bulletin which reads, Apply to Job, so you can apply online and track the status of your application and get notified of your progress by email.

Applications must complete and submit their online applications and upload required documents (e.g. license, Supplemental Questionnaire, Resume, etc.,) as attachment(s) during application submission or send by email to cyeung@dmh.lacounty.gov within 15 calendar days from date of application submission. Please include exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title

of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN
INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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California Relay Services Phone	800-735-2922
Job Field	Social Services
Job Type	Professional

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